

PERSONNEL AND TRAINING BUREAU

NOTICE
1.12

November 27, 2012

TO: All Commanding Officers

FROM: Commanding Officer, Personnel and Training Bureau

SUBJECT: TRAINING COORDINATOR/ASSISTANT TRAINING COORDINATOR DUTIES


In order to adequately perform their duties as outlined in Administrative Order No. 7, 2010, Training Coordinators and Assistant Training Coordinators need to familiarize themselves with and have access to Los Angeles Police Department (LAPD) and Commission on Peace Officer Standards and Training (POST) training regulations, procedures, and computerized systems. Effective immediately, all newly appointed Training Coordinators and Assistant Training Coordinators shall contact the LAPD POST Liaison Unit and schedule training within the first Deployment Period of their appointment. Additionally, refresher training is available to incumbent Training Coordinators and Assistant Training Coordinators who believe they may benefit.


The 4-hour training block will introduce the Training Coordinators and Assistant Training Coordinators to:

- POST training mandates,
- Available POST-certified courses, DVDs, and on-line training,
- LAPD roster completion procedures,
- Available training resources (including POST's website, Electronic Data Interchange, Dash Board, and Learning Portal),
- The acquisition of college units for training (Los Angeles City College, College of the Canyons, and conversion of military training), and
- Other relevant duties of the POST Liaison Unit that assist Training Coordinators in the performance of their duties.

To schedule training, contact Police Service Representative Rosalia Mendoza, POST Liaison Unit, Police Training and Education, at (213) 485-3149.

APPROVED:


TERRY S. HARA, Deputy Chief
Commanding Officer
Personnel and Training Bureau


STEPHEN R. JACOBS, Deputy Chief
Chief of Staff
Office of the Chief of Police

Attachment

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OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 7

April 29, 2010

SUBJECT: TRAINING COORDINATOR'S RESPONSIBILITIES - REVISED

PURPOSE: The Department strives to achieve the highest level of quality in all aspects of police work. In order to achieve this level, the Department is committed to improving the training that is provided to all Department employees.

This Order revises the responsibilities of the Bureau Training Coordinator (BTC), the Area/Division Training Coordinator (ADTC), and enhances the system currently in place.

This Order supersedes Administrative Order No. 13, dated October 9, 2001, titled, "Training Coordinator's Responsibilities."

PROCEDURE: Each bureau, Area, and division has been authorized fixed-post positions designated as the BTC and the ADTC. Each position is a demanding **primary duty assignment** requiring the placement of personnel with knowledge, credibility, strong communication skills, and a willingness to commit to functions related to training. The Bureau Training Coordinator and the ADTC are expected to develop and maintain an appropriate and consistent training program as directed by the Department's training managers. All personnel assigned to BTC and ADTC assignments are under the functional supervision of the Department Training Coordinator (DTC) and considered instructor cadre members for training in accordance with the California Commission on Peace Officer Standards and Training (POST) and other Department training efforts as directed by the DTC.

The Area/Division Training Coordinator is identified as the "training staff." All other personnel used to assist in training are identified as the "training cadre."

I. AREA/DIVISION³ TRAINING COORDINATOR'S RESPONSIBILITIES.

The Area/Division Training Coordinator shall:

- * Work with Personnel and Training Bureau (PTB) personnel to design and update new and existing courses;
- * Attend quarterly training coordinator meetings coordinated by Training Division;

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- * Ensure that all employees maintain Perishable Skills, Incident Command System, Department mandated training, and any other applicable training that may be required to perform the duties of each employee's position;
- * Act as an instructor cadre member on an as-needed basis;
- * Supervise, identify, monitor, inspect, and report as necessary, all training-related functions of the Area/division;
- * Supervise and coordinate activities of all designated personnel acting in the capacity of a trainer/instructor;
- * Plan and coordinate with Training Division decentralized training specific to the Area/division;
- * Plan and coordinate with Training Division centralized Department-wide training as requested by the BTC;
- * Identify, monitor, and schedule personnel with deficient skills for appropriate training;
- * Supervise, monitor, and document remedial training of probationary personnel;
- * Conduct training specific to community policing requirements and problem-oriented policing in conjunction with the Special Events Coordinator;
- * Identify and address special training needs specific to events or locations within the Area (i.e., concerts, parades, demonstrations, the Los Angeles Memorial Coliseum, Dodger Stadium, etc.);
- * Monitor Field Training Officer operations to ensure consistent application of training standards and mandates;
- * Liaise with the BTC by attending scheduled monthly meetings;
- * Liaise with each watch commander and unit Officer in Charge to schedule necessary training each deployment period, making the schedule available at the Area deployment meeting;
- * Monitor and ensure compliance with the following programs:
 - a. Special Order No. 11, dated May 21, 2001, titled, "Reintegrating Department Employees into the Workplace after an Extended Absence";
 - b. Quarterly supervisory training and documentation into the Learning Management System (LMS);
 - c. Directed remedial training for officers involved in a use of force, vehicle pursuit, tactical incident etc.;

- d. Current "Standardized Roll Call Training Program" guidelines for patrol, detectives, and specialized units;
 - e. Current POST "Continuing Professional Training" requirements; and,
 - f. Current "Field Training Program Guidelines" and any other mandated training programs (e.g., Field Training Officer School, Basic Supervisor School, Basic Detective School, Watch Commander School, and Command Development Programs).
- * Ensure all documents associated with POST-certified training are completed and forwarded to the PTB in a timely manner;
 - * Ensure the completion of training record keeping in the LMS;
 - * Training Coordinators shall ensure that equipment issuance, and equipment recall is completed in a timely and accurate manner;
 - * Ensure a reference library of Department publications, training bulletins, videos, Department training directives and POST regulations is maintained;
 - * Ensure Area/division personnel are properly served with training materials, bulletins, notices and orders, and travel authorities in a timely manner;
 - * Ensure any training receipts or verification forms are returned to the requesting entity in a timely manner, (i.e., tactical debriefing, Training Notices, and Legal Updates, etc.); and,

Note: If training will be missed, proper notifications shall be made immediately to the requesting entity.

- * Ensure all Area/division personnel are completing their e-Learning.

II. BUREAU TRAINING COORDINATOR'S RESPONSIBILITIES. The Bureau Training Coordinator is responsible for the following duties:

- * Work with PTB personnel to design and update new and existing courses;
- * Act as an instructor cadre members on an as-needed basis;
- * Schedule and coordinate training for the Bureau Mobile Field Force, Multi-Assault Counter Terrorism Action Capabilities, etc.;

- * Work with PTB personnel to develop a method to assess/measure the effectiveness of training in regard to conformity of content, presentation, quality instruction;
- * Conduct periodic audits of training systems to ensure consistent, quality application; and,
- * Maintain all Bureau Mobile Field Force Kits.

III. AREA/DIVISION COMMANDING OFFICER'S RESPONSIBILITIES.

Each Area/division commanding officer shall ensure:

- * Ensure placement of a Sergeant II as the ADTC;
- * Ensure Training staff is available to the DTC when necessary to conduct Department-wide training;
- * Adherence to ADTC functions; and,
- * Adherence to decentralized training requirements in Human Resources Bureau Notice, titled, "*Decentralized In-Service Training Requirements-Revised*," dated, January 10, 2001.

IV. BUREAU COMMANDING OFFICER'S RESPONSIBILITIES. Each bureau commanding officer shall:

- * Ensure placement of a Sergeant II as the BTC; and,
- * Liaise with the DTC to ensure training presentations are standardized and effective.

V. DEPARTMENT TRAINING COORDINATOR'S RESPONSIBILITIES. The Commanding Officer, Personnel and Training Bureau, serves as the Department Training Coordinator and shall:

- * Ensure that all training is consistent with Department policy and procedures and is properly presented; and,

Note: Training shall contain necessary and relevant information to address specific training needs.

- * Ensure that all personnel assigned with coordinator responsibilities are properly trained to carry out their duties.

AMENDMENTS: A message and a hyperlink on the face page of Volume II in the Department Manual will direct a user to the "Organization link." The "Organization link" is accessible within the "InfoWeb Menu" section on the Department's Local Area Network.

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MONITORING RESPONSIBILITY: The Commanding Officer, Personnel and Training Bureau, shall have monitoring responsibility for this directive.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

A handwritten signature in black ink, appearing to be 'Charlie Beck', with a stylized, cursive-like flow.

CHARLIE BECK
Chief of Police

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